



FOR OFFICE USE ONLY

CASE NO. _____

DATE SUBMITTED _____

CONDITIONAL USE PERMIT APPLICATION GENERAL

Minimum Requirements

- _____ \$300 Application, Processing, and Notification fee
- _____ \$200 Site Plan Review Fee (includes 3 staff reviews).
- _____ \$200 Development Permit Application Fee (if applicable).
- _____ \$600 Public Infrastructure Inspection Fee (if applicable). This fee is payable if construction of a public waterline, sewerline, sidewalk, street or drainage facilities is involved.
- _____ Fourteen (14) copies of site plan which includes requirements for site plan proposals as listed on attached sheet. (For projects in the Wolf Pen Creek District, applicant may provide ten (10) copies of the conceptual site plan).
- _____ Detailed explanation of proposed use including hours of operation, anticipated traffic, total building capacity, number of employees, number of students, children, ages of children, etc., as applicable.

Date of Required Preapplication Conference: _____

Conditional Uses: (check one)

- ☐ Day Care, Commercial in R-4, R-6, R-7
- ☐ Drive-in/thru window in WPC
- ☐ Educational Facility, Outdoor Instruction in A-OR

- ☐ Multi-Family in WPC
- ☐ Parking as a Primary Use in A-P, NG-2
- ☐ Theater in NG-3

NAME OF PROJECT _____

ADDRESS _____

LEGAL DESCRIPTION _____

APPLICANT'S INFORMATION (Primary Contact for the Project):

Name _____ E-Mail Address _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

PROPERTY OWNER'S INFORMATION:

Name _____ E-Mail Address _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____

ARCHITECT OR ENGINEER'S INFORMATION:

Name _____ E-Mail Address _____
Street Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name _____ E-Mail Address _____
Street Address _____
City _____ State _____ Zip Code _____
Phone Number _____ Fax Number _____

PRESENT USE OF PROPERTY _____

PROPOSED USE OF PROPERTY _____

CURRENT ZONING OF PROPERTY _____

VARIANCE(S) REQUESTED AND REASON(S) _____

NUMBER OF PARKING SPACES REQUIRED _____

NUMBER OF PARKING SPACES PROVIDED _____

<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>	<u>PARKLAND</u>
Total Acreage _____	Total Acreage _____	<u>DEDICATION*</u>
Housing Units _____	Building Sq. Ft. _____	_____ DU X \$452
	Floodplain Acreage _____	Total = _____

Residential development will require Parkland Dedication at the time of Building Permit (\$452 per dwelling unit).

APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THE FOLLOWING INFORMATION ADDRESSED:

State how the following issues will be addressed:

1. Parking.

2. Screening of offensive areas (trash, loading areas, transformers, utility connections, detention ponds, etc.).

3. Traffic impacts.

4. Protection of neighborhoods.

I verify that all of the information contained in this application is true and correct.

Signature of Owner, Agent or Applicant

Date

SITE PLAN MINIMUM REQUIREMENTS
(ALL CITY ORDINANCES MUST BE MET)
INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- ☐ Sheet size - 24" x 36" (minimum).
- ☐ A key map (not necessarily to scale).
- ☐ Title block to include:
 - ☐ Name, address, location, and legal description
 - ☐ Name, address, and telephone number of applicant
 - ☐ Name, address, and telephone number of developer/owner (if differs from applicant)
 - ☐ Name, address, and telephone number of architect/engineer (if differs from applicant)
 - ☐ Date of submittal
 - ☐ Total site area
- ☐ North arrow.
- ☐ Scale should be largest standard engineering scale possible on sheet.
- ☐ Ownership and current zoning of parcel and all abutting parcels.
- ☐ The total number of multi-family buildings and units to be constructed on the proposed project site.
- ☐ The density of dwelling units per acre of the proposed project.
- ☐ The gross square footage of all buildings and structures and the proposed use of each. If different uses are to be located in a single building, show the location and size of the uses within the building. Building separation is a minimum of 15 feet w/o additional fire protection.

Locations of the following on or adjacent to the subject site:

Designate between existing and proposed

- ☐ Phasing. Each phase must be able to stand alone to meet ordinance requirements.
- ☐ Buildings (Existing and Proposed).
- ☐ Setbacks according to UDO, Article 5.
- ☐ Building elevations, color samples, and materials list for non-residential buildings. Indicate placement of materials on facades according to UDO, Section 7.9.
 - Include the following dimensions:
 - Total vertical square footage minus openings (for each façade separately)
 - Total vertical square footage of each building material (for each façade separately)
 - Total vertical square footage of each color (for each façade separately)

Geography

- ☐ Water courses.
- ☐ 100 yr. floodplain and floodway (if applicable) on or adjacent to the proposed project site, Please note if there is none on the site with confirming FEMA/FIRM map number.
- ☐ Existing topography (2' max or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)
- ☐ Proposed grading (1' max for proposed or spot elevations) and other pertinent drainage information. (If plan has too much information, show drainage on separate sheet.)

Streets, Parking, and Sidewalks

- ☐ Existing streets and sidewalks (R.O.W.).
- ☐ Existing Driveways, both opposite and adjacent to the site according to UDO, Section 7.3.
- ☐ Proposed drives. Minimum drive aisle width according to UDO, Section 7.3
- ☐ Indicate proposed driveway throat length according to UDO, Section 7.3.
- ☐ Proposed curb cuts.
 - For each proposed curb cut (including driveways, streets, alleys, etc.) locate existing curb cuts on the same and opposite side of the street to determine separation distances between existing and proposed curb cuts.
- ☐ Proposed curb and pavement detail.
 - A 6" raised curb is required around all edges of all parts of all paved areas without exception. (To include island, planting areas, access ways, dumpster locations, utility pads, etc.) No exception will be made for areas designated as "reserved for future parking".
- ☐ Proposed medians.
- ☐ Proposed sidewalks (both public and private).
- ☐ Proposed pedestrian/bike circulation and facilities for non-residential buildings (UDO, Section 7.9)
- ☐ Off-Street parking areas with parking spaces drawn, tabulated, and dimensioned.
 - Designate number of parking spaces required by ordinance and provided by proposal.
- ☐ Handicap parking spaces.
- ☐ Parking Islands drawn and dimensioned with square footage calculated according to UDO, Section 7.2 or 7.9 for non-residential buildings.
- ☐ Parking setback from R.O.W. to curb of parking lot as required.
- ☐ Wheelstops may be required when cars overhang onto property not owned by the applicant or where there may be conflict with pedestrian or bike facilities, handicap accessible routes or above ground utilities, signs or other conflicts.
- ☐ Security gates, showing swing path and design specs with colors.
- ☐ Guardrails. Include design and colors.
- ☐ Traffic Impact Analysis for non-residential development (UDO, Section 7.9)
 - Please note if none is required.
- ☐ Will there be access from a TxDOT R.O.W.? Yes ☐ No ☐
If yes, then TxDOT permit must be submitted with this application.

Easements and Utilities

- ☐ Easements - clearly designate as existing or proposed and type (utility, access, etc.)
- ☐ Utilities (noting size and designate as existing or proposed) within or adjacent to the proposed site, including building transformer locations, above ground and underground service connections to buildings, and drainage inlets.
- ☐ Sewer Design Report (if applicable)
- ☐ Water Design Report and/or Fire Flow Report (if applicable)
- ☐ Drainage Report with a Technical Design Summary.
- ☐ Meter locations, existing and proposed (must be located in public R.O.W. or public utility easement).
- ☐ Provide a water and sanitary sewer legend to include
 - Minimum water demands
 - Maximum water demands
 - Average water demands in gallons per minute, and
 - Maximum sewer loadings in gallons per day
- ☐ Will there be any utilities in TxDOT R.O.W.? Yes ☐ No ☐
If yes, then TxDOT permit must be submitted with this application.

Fire Protection

- ☐ Show fire lanes. Fire lanes with a minimum of 20 feet in width with a minimum height clearance of 14 feet must be established if any portion of the proposed structure is more than 150 feet from the curb line or pavement edge of a public street or highway.
- ☐ Show proposed and existing fire hydrants. Fire hydrants must be located on the same side of a major street as a project, and shall be in a location approved by the City Engineer. Any structure in any zoning district other than R-1, R-1A, or R-2 must be within 300 feet of a fire hydrant as measured along a public street, highway or designated fire lane.
NOTE: Fire hydrants must be operable and accepted by the City, and drives must have an all weather surface before a building permit can be issued.
- ☐ Will building be sprinkled? Yes ☐ No ☐
If the decision to sprinkle is made after the site plan has been approved, then the plan must be resubmitted.
If Yes,
 - ☐ Show fire department connections. FDC's should be within 150' of the fire hydrant. In no case shall they be any further than 300' apart, and they shall be accessible from the parking lot without being blocked by parked cars or a structure.

Landscaping

- ☐ Landscape plans as required in Section 7.5 or 7.9 of the Unified Development Ordinance. The landscaping plan can be shown on a separate sheet if too much information is on the original site plan. If requesting protected tree points, then those trees need to be shown appropriately barricaded on the landscape plan. Attempt to reduce or eliminate plantings in easements. Include information on the plans such as:
 - ☐ required point calculations
 - ☐ additional streetscape points required. Streetscape compliance is required on all streets.
 - ☐ calculations for # of street trees required and proposed (proposed street tree points will accrue toward total landscaping points.)
 - ☐ proposed new plantings with points earned
 - ☐ proposed locations of new plantings
 - ☐ screening of parking lots, 50% of all shrubs used for screening shall be evergreen.
 - ☐ screening of dumpsters, concrete retaining walls, off street loading areas, utility connection points, or other areas potentially visually offensive.
 - ☐ existing landscaping to remain
 - ☐ show existing trees to be barricaded and barricade plan. Protected points will only be awarded if barricades are up before the first development permit is issued.
 - ☐ Buffer as required in Section 7.6 of the Unified Development Ordinance.
- ☐ Show irrigation system plan. (or provide note on how irrigation system requirement will be met prior to issuance of C.O.) All plans must include irrigation systems for landscaping. Irrigation meters are separate from the regular water systems for buildings and will be sized by city according to irrigation demand submitted by applicant and must include backflow prevention protection.
- ☐ Is there any landscaping in TxDOT R.O.W.? Yes ☐ No ☐
If yes, then TxDOT permit must be submitted at the time of application.

Other

- ☐ Common open spaces sites
- ☐ Loading docks
- ☐ Detention ponds
- ☐ Retaining walls
- ☐ Sites for solid waste containers with screening. Locations of dumpsters are accessible but not visible from streets or residential areas. Gates are discouraged and visual screening is required. (Minimum 12 x 12 pad required.)
- ☐ Are there impact fees associated with this development? Yes ☐ No ☐

NOTE: Signs are to be permitted separately.



SUBMIT APPLICATION AND THIS
LIST CHECKED OFF WITH **10** FOLDED COPIES
OF SITE PLAN FOR REVIEW

Conceptual Site Plan Requirements

- ☐ Sheet size - 24" x 36" (minimum).
- ☐ A key map (not necessarily to scale).
- ☐ Title block to include:
 - ☐ Name, address, location, and legal description
 - ☐ Name, address, and telephone number of applicant
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 - ☐ Date of submittal
 - ☐ Total site area
- ☐ North arrow.
- ☐ Scale should be largest standard engineering scale possible on sheet.
- ☐ Building Setbacks.
- ☐ Buildings.
- ☐ Building height.
- ☐ Parking areas.
- ☐ Sidewalks/pedestrian connections.
- ☐ Buffer areas.
- ☐ Fences or walls (retaining or otherwise).
- ☐ Zoning of property and adjacent properties.
- ☐ Proposed Density or gross square footage of buildings.
- ☐ Location of solid waste containers.
- ☐ Conceptual architectural plans.
- ☐ Material samples.